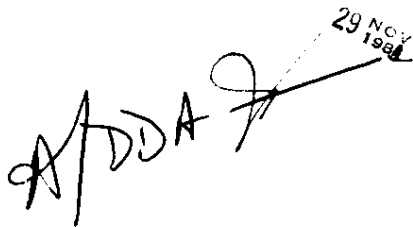


TRANSMITTAL SLIP		DATE
TO:	LDC (ADDA)	
ROOM NO.	BUILDING	
7D18	HQS.	
REMARKS:		
<p style="text-align: center;">  </p>		
FROM:		
RCO/OIS/DDA		
ROOM NO.	BUILDING	EXTENSION
1105	Ames Bldg.	

FORM NO. 241 1 FEB 55
REPLACES FORM 36-8 WHICH MAY BE USED. (47)

26 November 1982

82-2823

MEMORANDUM FOR: Executive Director
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 General Counsel
 Inspector General
 Comptroller

13/A REGISTRY
 FILE: 1-2

FROM:

[Redacted]

25X1

Chief, Regulations Control Division

SUBJECT:

Proposed [Redacted]

CIA Language Incentive Program (Job #139)

25X1

FOR YOUR INFORMATION:

1. This proposed headquarters notice and its Attachment, initiated by the Office of Training and Education, update the policy and procedures of the Agency's Language Incentive Program. This proposal has the concurrence of the members of the Language Development Committee listed below:

[Redacted]

- Chairman
- DO
- O/DCI
- DDS&T
- DDA (substitute)
- DDI
- OTE

25X1

Significant changes in policy, procedures, and responsibilities are outlined in this proposed [Redacted]

25X1

2. We plan to send this proposal to the Deputy Director for Administration for approval on 10 December 1982. If you have any questions or comments, please contact the undersigned before that date.

[Redacted]

25X1

Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed [Redacted]

25X1

cc: AO/DCI ODP
 SSA/DDA OF
 D/OIS OL
 OIS/RMD OMS
 OP OS
 OC OTE
 OTE/LT Chairman, LDC (ADDA)

[Redacted]

[Redacted]

25X1

TRAINING



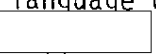
25X1

CIA LANGUAGE INCENTIVE PROGRAM

Rescission:  dated 1 April 1982

25X1

No Field Counterpart to this HN

In the Agency's continuing effort to increase its overall foreign language competence, the Language Incentive Program, as defined in  is revised by this notice. The changes incorporated in this notice are the result of experience in the administration of the program and decisions made by the Agency's Language Development Committee. Significant changes in policy, procedures, and responsibilities are:

25X1

1. A partial Language Use Award of \$25 may (formerly "will") be paid to full-time employees occupying an overseas Unit Language Requirement if the employee has a valid (formerly "current") proficiency test score on record which is not more than one full level below Level 3 or no more than one full level below the Unit Language Requirement if the Unit Language Requirement is for levels higher than Level 3. One partial award also may (formerly "will") be paid to employees occupying dual-language-requirement overseas positions when partially qualifying in either or both of the two required languages.
2. A new Achievement Awards Payment Schedule effective 1 October 1982.
3. A clarification of level of awards for individuals occupying certain occupational categories.
4. Clarification of cumulative Language Achievement Awards.
5. Granting of Language Maintenance Awards based upon highest level attained in Language School tests after verification by the Office of Training and Education of the employee's maintenance level at the highest tested proficiency on record since 1 January 1970.
6. A new Maintenance Awards Payment Schedule effective 1 October 1982.
7. Clarification of policy for payment of a Maintenance Award.
8. Rescission of requirement to justify Level 5 awards.

ADMINISTRATIVE - INTERNAL USE ONLY

9. Updating of responsibilities of Operating Officials concerning Language Achievement Awards and Language Maintenance Awards, including identification of employees eligible for Level 2 awards.
10. The acceptability of official test scores of the State Department Foreign Service Institute for award purposes will be determined by the Language School.
11. Language Maintenance Award Program participants designated to maintain Level 5 in any skill must be retested to receive a Maintenance Award if the last test on record exceeds the established time limit for test validity.
12. Operating Officials will submit directorate policy and administrative procedures to the Language Development Committee for review.
13. Operating Officials will initiate Form 3289, Language Proficiency Cash Award Authorization, for completion and authorization by the sponsoring component.
14. Operating Officials will review directorate policy and administrative procedures to ensure uniformity within the Agency.
15. Rescission of requirement for an employee to have been a recipient of an award for less than eight consecutive years before being eligible for award in an incentive language at Full Professional Proficiency (Level 4) or below.
16. Rescission of requirement for Chairman, Language Development Committee to approve Level 5 Achievement and Maintenance Awards submitted via memorandum from the directorates.

Harry E. Fitzwater
Deputy Director
for
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES (1-6)

CIA LANGUAGE INCENTIVE PROGRAM

1. General

a. The CIA Language Incentive Program is intended to encourage achievement and maintenance of proficiency in selected foreign languages in both foreign and domestic assignments and to reward job-related utilization of foreign languages primarily in a foreign environment.

b. Each directorate will (1) identify language units and determine the languages, language skill(s), and proficiency levels required within each unit; and (2) identify incentive languages for the Achievement and Maintenance Programs. Any language may be designated an incentive language when a Deputy Director finds it necessary to encourage study in that language to meet the directorate's current or projected language needs. Each directorate, in coordination with the Language Development Committee, will draw up its own list of incentive languages for Achievement and Maintenance Awards.

2. Eligibility

a. All full-time staff employees, staff agents, career associates, and other contract employees are eligible for Language Use Awards which take the form of an addition to compensation for job-related utilization of a foreign language and for Language Achievement and Maintenance Awards in the form of lump-sum payments. Language specialists, i.e., those employees hired primarily for their competence in a foreign language(s), are ineligible for Language Use Awards when occupying language specialist positions in which they use the language(s) or a mutually intelligible language for which they were hired. Language specialists are eligible for Language Use Awards in cases where they meet the required level or Level 3 (whichever is higher) in a new language which fills an operational need.

b. Part-time employees who work at least 20 hours per week are eligible for full Achievement and Maintenance Awards and, at the option of the directorate, may be eligible for Language Use Awards on a prorated basis.

c. New employees can become eligible for Language Use Awards upon the successful completion of one year of their three-year trial period. Designations for the Achievement and Maintenance Programs do not require the one-year trial period.

• Attachment

d. To be eligible for a Language Use Award, an employee must fulfill a Unit Language Requirement. The employee is eligible only during tenure in the Unit Language Requirement-designated position.

e. To be eligible for assignment or participation in the Use, Achievement, and Maintenance Programs, an employee must:

(1) Be designated as a participant in the program by the employee's directorate.

(2) Have a tested or certified proficiency level in the specified incentive language which is documented in Agency records at the time of designation as a participant.

f. A qualifying test score must be on record to allow an employee to qualify for any award. If a current test score on record becomes outdated and retesting is not feasible, a subsequent test must confirm the existence of the proficiency level required in order for an employee to remain eligible for an award payment. If a means of testing is unavailable or inappropriate for an employee who must establish a test score, the Office of Training and Education (OTE), upon request, will devise a qualifying test or a method of certifying proficiency.

3. Policy

a. Language Use Awards

(1) Language Use Awards are based upon Unit Language Requirements which must specify the regular use of foreign language(s) in the position as a major ingredient in effective performance of the job, and conform to the following criterion: Creating a Unit Language Requirement depends on whether or not the specified language is truly essential in the sense that a Unit Language Requirement incumbent must have the required level of language proficiency as an integral part of his or her general qualifications and without which an incumbent cannot perform at the specified level or requires either interpretation or translation assistance to do so.

(2) Each directorate has the authority to designate Unit Language Requirements; however, in order to maintain common inter-directorate standards, headquarters' Unit Language Requirements must be approved by the Director of Personnel with the advice of the Language Development Committee.

(3) The maximum compensation is currently \$50 per biweekly pay period for participation in the Language Use Award Program.

(4) A full (\$50) Language Use Award will be granted where qualification is accomplished by full compliance with Unit Language Requirements and minimum proficiency requirements or by falling within the primary language or primary skill exceptions. The circumstances in which a full Language Use Award will be awarded are:

(a) General: The incumbent meets the Unit Language Requirements or possesses at least Minimum Professional Proficiency (Level 3) (whichever is higher) in the required language(s) and skill(s).

(b) Primary language exception: In instances where the Unit Language Requirement requires that the incumbent possess proficiency in two or more languages, at least one of the languages may be designated Primary (P), the other(s) Secondary (S). The incumbent must meet the requirement for the Primary language(s) at the required level or at Level 3 (whichever is higher) and meet the Secondary language(s) requirement at the level stated in the Unit Language Requirements.

(c) Primary skill exception: For Group III languages (Japanese, Chinese, Korean, Arabic) with difficult writing systems where speaking and understanding are of primary importance, the incumbent must meet the requirement for the Primary skills at the required level or at Level 3 (whichever is higher) and meet the Secondary skill requirement at the level stated in the Unit Language Requirements.

(5) A partial Language Use Award of \$25 may be paid to full-time employees occupying an overseas Unit Language Requirement if the employee has a valid proficiency test score on record which is not more than one full level below Level 3 or no more than one full level below the Unit Language Requirement if the Unit Language Requirement is for levels higher than Level 3. One partial award also may be paid to employees occupying dual-language-requirement overseas positions when partially qualifying in either or both of the two required languages. Partial Language Use Award payments are effective 1 December 1980. A retroactive partial award may be given if:

(a) An employee possesses a current test score which is partially qualifying;

(b) The employee's component intended for the employee to receive a partial award; and

(c) The employee would have received a partial award because of his or her test score, pursuant to established Agency policy, but for the failure to submit the appropriate paperwork due to administrative oversight.

(6) In overseas language units where the Unit Language Requirement requires comprehensive skills (reading, speaking, and understanding), Language Use Award eligibility will be established by the speaking proficiency test alone if a reading test cannot be administered.

(7) The proficiency level will be confirmed by testing administered or authorized by OTE. If circumstances do not permit official verification of proficiency during the duration of an employee's designation to the program, the requirement that test results be considered current for up to three years may be extended to five years.

b. Language Achievement Awards

(1) Language Achievement Awards are intended to reward acquisition and/or increased proficiency in language competence and will be granted to designated employees for achievement or upgrading of language proficiency in an incentive language.

(2) Language Achievement Awards will be granted in accordance with the following schedule effective 1 October 1982:

Achievement Awards Payment Schedule

<u>Language Groupings</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
Group I	(\$1,500)	\$2,000	\$2,000	\$2,000
Group II	(2,000)	3,000	3,000	3,000
Group III	3,000	4,000	4,000	4,000

(a) One-half of the full award for reading, speaking, and understanding will be determined by the level achieved in reading, and one-half of the award will be determined by the level achieved in speaking, regardless of the level achieved in understanding.

(b) There is no award for Level 2 in Group I and Group II languages; however, individuals occupying certain occupational categories (clerical, administrative, technical, and Intelligence Operations Research Assistant (IORA), as specified in occupational series lists on file in directorate and component training offices) may be paid a portion of the Level 3 award upon achievement of Level 2 in Group I and Group II languages. Upon achievement of Level 3 in Group I and Group II languages, those individuals paid an award upon achievement of Level 2 will receive the remainder of the Level 3 award amount. In this instance only, the award is not cumulative for Levels 2 and 3.

Formerly 3b(2)(b)

(c) Single awards for reading or speaking or understanding will be one-half of the total award. A single award will be made for understanding only when no other award has been made in the same or mutually intelligible language at the same level and when understanding is identified on the nomination form as a specialized or primary skill.

Formerly 3b(2)(c)

(d) Language Achievement Awards are cumulative (except as limited in subparagraph (b) above); e.g., a participant with no language proficiency designated to achieve a Level 4 in a Group II language could earn \$6,000.

(3) No awards will be granted for language skills achieved prior to the designation of a language as an incentive language or prior to the designation of an employee as a participant in the program. Retroactive designation and payment of awards may be granted, subject to approval by the Language Development Committee, if:

(a) An employee possesses a current test score which is qualifying;

(b) The employee's component intended to enroll the employee; and

(c) The employee would have been designated as a participant in the program because of his or her test score, pursuant to established Agency policy, but for the failure to submit the appropriate paperwork due to administrative oversight.

Designation of incentive award languages will not be made on a retroactive basis under any circumstances.

c. Language Maintenance Awards

(1) Language Maintenance Awards are intended to reward the retention of language skills by employees where there is immediate or potential benefit to the Agency in meeting language needs.

Formerly 3c(3)

(2) Maintenance awards will be granted for maintaining the level established upon nomination to the program. The level to be maintained will be determined by the sponsoring office based upon Language School test records since 1 January 1970. An individual may not be designated to maintain levels lower than those on record since 1 January 1970.

Formerly 3c(4)

(3) Maintenance awards will be paid one year from the date of nomination to the program if the employee has a valid tested proficiency level on record at the time of nomination and also when the award comes due. If the employee does not have a proficiency score on record, the award will be granted one year from the date of the test which establishes a current proficiency level record which meets or exceeds the designated level to be maintained.

Formerly 3c(5)

(4) An employee is not eligible for a Maintenance Award and a Language Use Award for the same language during the same time period.

Formerly 3c(6)

(5) Payments for maintenance will be made in accordance with the following schedule effective 1 October 1982:

Maintenance Awards

<u>Language Groupings</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
Group I	(\$ 750)	\$1,000	\$1,000	\$1,000
Group II	(1,000)	1,500	1,500	1,500
Group III	1,500	2,000	2,000	2,000

(a) The Maintenance Award will be determined by the proficiency level maintained in either speaking, reading, or understanding. An award for the understanding skill alone will be made only when understanding is identified in the nomination as a specialized or primary skill.

(b) No partial payments will be made. All maintenance requirements must be met to qualify for a Maintenance Award; e.g., an employee who is required by the directorate to maintain proficiency at Level 3 for reading, speaking, and understanding must demonstrate the required proficiency in all skills to receive the award. A demonstrated proficiency in more than one skill will not increase the award.

(c) Awards for maintaining Level 2 of Group I and Group II languages will be paid only to individuals occupying certain occupational categories (clerical, administrative, technical, and IORA, as specified in the occupational series lists on file in directorate and component training offices).

Formerly 3c(6)(c)

(d) An employee may receive only one Maintenance Award for maintaining proficiency in mutually intelligible languages.

Formerly 3c(6)(d)

(e) The number of Maintenance Awards paid to an employee per year will be determined by the sponsoring component based upon future use of the language capabilities possessed by the employee.

4. Procedures

a. Language Use Awards

(1) Operating Officials will establish language units and determine Unit Language Requirements (Form 3401, Language Requirement Change Authorization) and will authorize Language Use Award payments to employees (Form 4120, Language Use Award Authorization).

(2) Operating Officials are required to submit headquarters' Unit Language Requirement position designations to the Language Development Committee for review and to the Director of Personnel for approval. Approval will be granted after certification by the Position Management and Compensation Division (PMCD), Office of Personnel, that the Unit Language Requirements are appropriate to the duties of each position.

b. Language Achievement Awards

(1) Operating Officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation) and will authorize payment of award (Form 3289, Language Proficiency Cash Award Authorization). Operating Officials will determine the occupational categories of designees in order for the employee to receive, if appropriate, a Level 2 award in Group I and Group II languages.

(2) OTE will verify the employee's achievement level (Forms 3268 and 3289).

(3) An award is made after a designated participant in the program has been tested and certified by OTE for achievement of an awardable level of proficiency in an incentive language for the first time or for progress from a previously established and recorded proficiency base to a higher proficiency level in the designated language. A participant must be tested to provide a basis for awards if there is a recorded claim or tested proficiency which has not been updated since 1 January 1970. An award may be earned only once in the same language for each awardable level of proficiency achieved.

(4) An employee designated as a participant in the Language Achievement Program in one language who already possesses a skill in a mutually intelligible language, such as Hindi/Urdu or Thai/Lao, can receive an award in the new language only after attaining a higher proficiency level than the tested level in the mutually intelligible language. Lists of the mutually intelligible languages are available from training officers.

(5) Upon receiving an award or awards at the originally designated level or levels, an employee must be redesignated by the directorate as a participant in the program to be considered for further awards.

(6) An employee who has been designated as a participant in the program and who enters formal language training will be tested for proficiency to determine eligibility for an award only at the completion of the training. Other designees to the program may be tested when their supervisors believe an awardable level has been reached. Proficiency tests for Achievement Awards will not be repeated within a six-month period unless language training has occurred within that period. A participant who has reached two or more levels without receiving an award may qualify for two or more Achievement Awards at the same time.

c. Language Maintenance Awards

(1) Operating Officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation) and will authorize payment of award (Form 3289, Language Proficiency Cash Award Authorization). Operating Officials will determine the occupational categories of designees in order for the employee to receive, if appropriate, a Level 2 award in Group I and Group II languages.

(2) OTE will verify the employee's maintenance level at the highest tested proficiency on record since 1 January 1970 (Forms 3268 and 3289).

d. Proficiency Testing and Verification Procedures

(1) Direct oral interviews by OTE Language School instructors and Language School-developed reading tests are the preferred methods to assess oral and reading proficiencies. If the employee to be tested cannot be tested at the Agency Language School or by a Language School instructor in the field, the following procedures may be applied:

(a) The acceptability of official test scores of the State Department Foreign Service Institute for award purposes will be determined by the Language School.

(b) Telephone tests may be administered when security considerations permit.

(c) In exceptional circumstances; i.e., when no other testing means can be used in a timely manner, Recorded Oral Proficiency Examinations may be administered in the field.

(2) Proficiency tests for Maintenance Awards will not be repeated within a six-month period unless formal language training has occurred within that period.

(3) Proficiency tests and/or other means of verification of language competence normally will be considered to be current for up to three years. At the option of the directorate, the period in which a test remains current may be extended to five years for Language Use Awards or reduced to two years for Maintenance Awards.

(4) Employees who are recipients of Language Use Awards and who possess native (Level 5) proficiency in the required skill(s) do not need to be retested to remain eligible for the award provided a test has been administered after 1 January 1977; however, Maintenance Program participants designated to maintain Level 5 in any skill must be retested to receive a Maintenance Award if the last test on record exceeds the established time limit for test validity.

5. Responsibilities

a. Operating Officials will:

(1) Establish language units, determine Unit Language Requirements, and authorize individual employees for Language Use Awards.

(2) Nominate individual employees as participants in the Achievement and Maintenance Programs and authorize payment of awards.

(3) Identify incentive languages for the Achievement and Maintenance Programs.

(4) Submit directorate policy and administrative procedures to the Language Development Committee for review.

b. The Director of Training and Education shall:

(1) Test and/or verify the proficiency level of personnel designated to the program.

(2) Provide administrative support for the program and maintain records of participants and awards granted.

(3) Provide statistical reports on the program for the Language Development Committee.

(4) Initiate Form 3289, Language Proficiency Cash Award Authorization, for completion and authorization by sponsoring component.

(5) Establish proficiency criteria for the program.

c. The Language Development Committee will:

(1) Prepare an annual report which includes an assessment of the Language Incentive Program.

(2) Advise the directorates on Language Incentive Program policy and procedures.

(3) Review directorate policy and administrative procedures to ensure uniformity within the Agency.

(4) Annually review the lists of incentive languages.

(5) Approve retroactive designations of employees to the Achievement Program in instances of administrative oversight.

Formerly 5c(6)

Formerly 5c(7)

(6) Assist in the identification and designation of languages in the Achievement and Maintenance Programs.

Formerly 5c(8)

(7) Give guidance to the Director of Personnel concerning the approval of headquarters' Unit Language Requirement designations submitted by the directorates and maintain the certified list provided by the Director of Personnel.

d. The Director of Personnel shall:

(1) Approve the designation of headquarters' Unit Language Requirements submitted by Operating Officials.

(2) Consider the recommendation of the Language Development Committee when approving headquarters' Unit Language Requirements.

(3) Code the staffing complement to indicate the Unit Language Requirement-designated headquarters positions and provide the Language Development Committee with a certified list of headquarters' Unit Language Requirements.